

# Checklist for Filing a Low Earnings and Partial Claims Report (UCB-114)

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## ***Purpose of Filing***

*Use UCB-114 for vacations and other short-term layoffs. Submit a UCB-114 when a worker has performed no services because of lack of work or worked all available hours but less than his customary full-time hours and earned less than normal full-time wages because of lack of work during a claim week (seven-day period ending on the claim week ending day). Such worker continues to have a "job attachment" relationship with the employer and earns less than his unemployment insurance weekly benefit amount. Report all earnings, including vacation pay and holiday pay, applicable to the week claimed.*

*You can file using the UCB-114 for only six weeks per benefit year. After six weeks, the worker must report to the local office if still unemployed. Do not use UCB-114 if the worker isn't able or available for work. These workers (claimants) must report to the nearest local office so the Dept. of Employment and Workforce can investigate the situation.*

## **NOTE**

*This application will enable you to file online one or more SC Department of Employment and Workforce (SCDEW) Low Earnings and Partial Claims Report. After logging in, click on "Low Earnings and Partial Claims Report." Remember, you can "Save and Stop" your filing at any time.*

## **Filing the Low Earnings and Partial Claims Report**

Multiple claim weeks may be filed on one application. You will also be given the opportunity to copy filings from previous weeks as long as they have been filed through SCBOS. This will save you entry time. These features are unavailable in the paper version of the application.

Information needed for the filing:

- ☐ SCDEW account number and PIN number. The account number is located on most of the correspondence from SCDEW. If you don't have a PIN, leave the field blank and the workflow will enable you to establish a four digit (numeric) PIN.
- ☐ Legal business name and location.
- ☐ Claim week ending day. The claim week ending day must fall on the day of the week that is you have agreed to file your claims. This day will be displayed to you as a reminder in the workflow. The claim week ending date cannot be the date of entry (for example today), any future dates beyond the day of entry, or nor more than six weeks before the date of entry.

☐ Choose whether to perform entry of the individual information directly, or by uploading a Comma Separated Value (CSV) file. Direct entry is much easier but businesses with a large number of claims may choose to upload the file. If you choose to perform the file upload option your file must meet the SCBOS defined data format. Instructions on this format can be found at this [link](#).

☐ Claimant information required includes the following: name, SSN, first name, last name, total earnings, sex, race, whether a corporate officer, whether a US citizen, whether the address entered is a change of address, address, and optionally the phone number of the claimant.

### Report

You have the opportunity to print a report listing all claimants for all the week ending dates. The application is not submitted to DEW until you put the application in the shopping cart and checkout.

### Shopping Cart and Checkout

☐ Select the items that are to be checked out (you may have more than one item in the shopping cart).

☐ **CHECKOUT to complete the transaction** even though you are paying nothing.

☐ A receipt will be available to you at checkout.

### Other

You can start getting familiar with SCBOS by checking out the tutorials which will take you step by step through the SCBOS Web site with topics including: [How To Create A New User Account](#), and [SCBOS Training Video Overview](#).